Brussels, 06/11/2019

# Subject │ Minutes of the First Management Committee Meeting of COST Action CA18221: *“PEsticide RIsk AssessMent for Amphibians and Reptiles”*

1. **Welcome to participants**

The participants were welcomed by Dr Federica Ortelli (Science Officer), Ms Karima Ben Salah (Media Officer) and by Ms Jeannette Nchung Oru (Administrative Officer). Dr Federica Ortelli chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that was carried out under agenda items 7 and 8.

1. **Adoption of the agenda**

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

1. **Verification of the presence of two-thirds of the participating COST Countries**

CSO Approval: 04/06/2019

Start of the Action: 06/11/2019

End of Action: 05/11/2023

Total number of COST Countries having accepted the MoU: 26 *(****Annex 2 - Action Fact Sheet****)*

Total number of COST Countries intending to accept the MoU: 0

Number of parties present at the meeting: 22

The quorum (2/3 of COST Countries participating in the Action) was reached: 22 COST Countries out of 26 attended the meeting (COST doc. 134/14 REV3 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

1. **Tour de table / introduction of the MC members**

The list of officially nominated delegates and the participants of the meeting is presented in **Annex 3**.

1. **General information on COST mechanism and the funding and reporting of coordination activities**

Dr Federica Ortelli presented the COST Overview, policies, and COST Actions: participation, Management Monitoring, Ms Karima Ben Salah presented the role of the Science Communication Manager and how to effectively communicate the Action’s outcomes, Ms Jeannette Nchung Oru continued with an introduction to the COST Grant System (**Annex 4**).

Relevant information is on the COST website at https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/ including the following reference documents:

* Rules of Procedure for COST Action Management Committees (COST doc. [134/14](https://www.cost.eu/wp-content/uploads/2019/02/COST-134-14-REV-3-COST_Action_Management_Monitoring_Final_Assessment.pdf) - Annex I)
* COST Grant System Vademecum
* Grant Agreement Template
* Guidelines for Action management, Monitoring and Assessment

1. **Agreement on the internal rules of procedure for the MC of the COST Action**

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to the MC.

1. **Setting the frame for the Action**

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

The budget allocated to the Action for the 1st Grant Period was communicated (**Annex 4**). At the day of the kick-off, 26 parties had officially joined the Action corresponding to a budget of EUR 65.000.

1. **Election of the Chair, Vice-Chair**

* Dr Manuel Eloy Ortiz Santaliestra (Spain) was unanimously elected as the Chair.
* Dr Isabel Lopes (Portugal) was unanimously elected as the Vice-Chair.

1. **Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate**

* Uppsala University (Sweden) was selected as the Grant Holder Institution (GH).
* Dr Cecilia Berg was appointed as the Scientific Representative of the Grant Holder Institution.
* The MC agreed that the GH could charge the maximum rate of 15% rate for FSAC the first Grant Period.

1. **Presentation and discussion of the Action and Action implementation planning**

The Chair presents the Action objectives, implementation planning, dissemination and communication plan, and compliance with COST mission and policies (**Annex 6**).

The general aspects of the Action are discussed by the MC and the following actions are agreed:

* An expertise and activities database will be created compiling the information from Action participants about active research projects and interests. The information can be compiled through a survey addressed to Action participants and can be made available in the Action website when this is operative.
* A period opens until November 30th 2019 for action participants to draft proposals for a logo of the Action. If none of the proposals is satisfactory, the MC considers the possibility of approaching a professional designer.

1. **Establishment of Action Management structure**

The following experts are unanimously approved to complete the Core Group:

* WG1 Leader: Dr Cecilia Berg (Sweden)
* WG2 Leader: Dr Miguel Carretero (Portugal)
* WG3 Leader: Dr Annette Aldrich (Switzerland)
* WG4 Leader: Dr Silvia Pieper (Germany)
* STSM Coordinator: Dr Dan Cogalniceanu (Romania)
* ITC Conference Grant Coordinator: Dr Anamarija Zagar (Slovenia)
* Science Communication Manager: Dr Cristina Borca (Romania)

Regarding the additional management roles proposed in agenda item 10:

* Task Leaders: the Chair informs that some MC members or substitutes have shown their availability to become Task Leaders (complete list in **Annex 7**), although there are tasks for which leaders have not been proposed yet. The MC will discuss further the task leadership questions and prepare a complete proposal.
* Stakeholder Consultative Committee: appropriate actions will be taken after listening the SCM opinion.

1. **Action implementation planning - 1st Grant Period (GP)**

The following networking activities are proposed for GP1:

* A General Meeting that will include WG meetings of the four WGs (total 1.5-2 days) followed by a MC meeting (0.5 days). The General Meeting will therefore last for 2-2.5 days. The meeting will be organized by the National Institute of Biology of Slovenia and will take place in Ljubljiana (Slovenia) during the first week of March. Exact dates will be decided after listening on availability of MC members. It is agreed that, for this first General Meeting, WG meetings will not necessarily run in parallel, but will be sequential in order to facilitate feedback among WGs. It is also agreed to include, if possible, interventions from action participants to present their ongoing projects.
* Up to three STSMs to contribute to objectives of WGs 1, 2 and 3, with a maximum duration of three months. It is agreed to publish the call for applications as soon as possible, given the exceptionally short duration of GP1.
* Dissemination: a draft contract has been received from the company Talents & Treasures (Portugal) to create and maintain the action website. The total cost is 7,860 €, out of which 30% should be paid during the GP1.
* There also exists the intention to call for an ITC Conference Grant in order to help an ITC student or ECI to attend and present research results at SETAC Europe Annual Meeting that will take place in Dublin in May 2020. Although this ITC Conference Grant will be budgeted in GP2, the call must be published as soon as possible because abstract submission period ends on November 27th and the grantee shall be informed before the registration fees are due in March 2020.

The following Working Budget Plan is presented for GP1:

|  |  |  |
| --- | --- | --- |
| A1 | Meetings, including Local Organizing Support | 46,663.34 € |
| A2 | STSMs | 7,500.00 € |
| A3 | Dissemination (website) | 2,358.00 € |
| A | Total Direct Costs (A1+A2+A3) | 56,521.34 € |
| B | FSAC (15% of A) | 8,478.20 € |
| Total (A + B) | | 64,999.54 € |

The MC suggests no changes to this proposal, which will be therefore transferred to e-cost for their approval by the MC and the Action Scientific Officer.

The MC approves to mandate the Core Group the option of modifying up to a 10% of the GP1 budget respect to what will be approved.

The MC splits into Working Groups to discuss on specific goals and activities for GP1. The following outcomes are presented to the MC:

WG1:

* Several scientific priorities and hosts for STSMs will be agreed and communicated in the next few days. Several ideas for dissemination are discussed.

WG2:

* A scientific priority and host for an STSM is proposed within the framework of Task 2.1.
* The WG raises the need to collect information on pesticide application timing across Europe, which could be done, if available, from National or regional Authorities. It is suggested that EFSA could help to coordinate the access to that information. The actual necessity of this information is discussed. It is agreed to postpone a possible STSM with this priority for the next Grant Period.
* The WG highlights the need to find an expert leader for Task 2.3, as none of the current members harbours the necessary expertise.

WG3:

* A scientific priority and host for an STSM is proposed within the framework of Task 3.3. A scientific priority for an STSM is proposed within the framework of Task 3.1.
* It is agreed that Action outputs should be communicated with their corresponding uncertainty. It is proposed to use relevant EFSA Guidelines as a reference on how to communicate uncertainty.

WG4:

* It is agreed to modify the timeline and begin implementation of WG4 Tasks since the beginning of the Action, in order to track progress of and provide feedback to the other WGs.

1. **Any Other Business (AOB)**

The Chair informs that an expression of interest in becoming MC observer has been received from the EU Agency European Food Safety Authority (EFSA). Participation of EFSA as MC observer was unanimously pre-approved, pending on encoding by the Action Chair.

Jane Ebsen Morthorst suggests organizing an external meeting, not covered by Action budget, among the people attending SETACT Europe Annual Meeting in May 2020. It is agreed to contact the SETAC Interest Group of Ecotoxicology of Amphibians and Reptiles in order to celebrate that meeting as part of their activities during the Meeting.

It is agreed to create a glossary of terms and definitions to use technical terms in a uniform manner across action participants with different background and expertise.

1. **Closing**

The Chair acknowledges the participation of meeting attendants and congratulates everybody for the successful kick-off of the Action.

## LIST OF ANNEXES

**Annex 1 – Action Fact Sheet**



**Annex 2 - Agenda**



**Annex 3 – Attendance List**



**Annex 4 – COST Association presentation**

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**Annex 5 – The Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV3, Annex I).**

https://www.cost.eu/wp-content/uploads/2019/02/COST-134-14-REV-3-COST\_Action\_Management\_Monitoring\_Final\_Assessment.pdf

**Annex 6 – Presentation by the Action Chair**



**Annex 7 – Proposed Task Leaders**

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| --- | --- |
| **Task** | **Proposed leader(s)** |
| 1.1. Exposure routes | Andreas Focks (Netherlands)  Andreu Rico (Spain) |
| 1.2. Sub-organism🡪individual | Cecilia Berg (Sweden) |
| 1.3. Test methods | David du Pasquier (France) |
| 2.1. Agricultural habitats | Neftalí Sillero (Portugal) |
| 2.2. Ecology, phenology | Marta Biaggini (Italy) |
| 2.3. Aquatic habitats | - |
| 2.4. Indirect effects | Miguel Carretero (Portugal)  Matthieu Denoël (Belgium) |
| 3.1. Focal species | Valentin Mingo (Germany) |
| 3.2. Individual models | Chris Topping (Denmark)  Manuel Ortiz (Spain) |
| 3.3. Taxonomic surrogates | Annette Aldrich (Switzerland) |
| 3.4. Alternative methods | Isabel Lopes (Portugal) |
| 4.1. Risk Assessment | Silvia Pieper (Germany) |
| 4.2. Further needs | - |
| 4.3. Monitoring | Dan Cogalniceanu (Romania) |